

## **AGENDA**

### **SELECTMEN'S/ASSESSORS' MEETING**

**Tuesday, April 7, 2020**

**ONLINE INTERACTIVE**

**6:30**

**THE BOARD MEETING WILL BE ONLINE ONLY. WE ASK YOU JOIN  
AND LIMIT YOUR CONVERSATIONS AS WE NAVIGATE THE NEW  
WAY OF MEETINGS.**

1. Call Selectmen's Meeting to order
2. Approve minutes of Tuesday March 17, 2020
3. Approve Treasurer's Warrant dated Tuesday, April 7, 2020
4. Authorize the release of fund from the IC Thurston Worthy Poor Fund
5. Recorded vote on allowing the Town Manager to take donations to the Assistance fund
6. Appoint ballot clerks
7. Confirm reduction of office hours as implemented by the Town Manager under the Emergency ordinance
8. Discussion and vote on deferring Property Tax Interest until June or July
9. Update on COVID-19 plans
10. Other Business
11. Town Manager's Report
12. Selectmen's Report
13. Future Agenda Items
14. Adjourn

## Selectboard Notes for April 7, 2020

Please be aware that until further notice the Board of Selectmen will be holding meetings online, we will be issuing a link for you to follow the meeting live the day of the event, it will go out on the list serve and be on our webpage. The link to listen is <https://zoom.us/j/611038424>. If you have trouble you may call in and listen. One tap mobile

+13126266799,,611038424# US (Chicago)

+19294362866,,611038424# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

We are asking that if you have any questions or comments regarding the agenda items that you e-mail me a [townmanager@union.maine.gov](mailto:townmanager@union.maine.gov) before 5 pm the day of the meeting. Your questions will be addressed during the meeting.

Due to some current issues with hacking into and disrupting meetings through Zoom, you will only be able to listen in and not speak during the meeting. It is a different approach and we are doing our best in these trying times with limited resources that we have.

So, my attempt in these notes is to explain what each agenda items is so you can ask questions before the meeting. I thank you for your understanding.

**ITEMS 1-3** - These are pretty self-explanatory, and a copy of the financial warrant is attached.

**ITEMS 4** - One of our dedicated trust funds, IC Thurston worthy poor, is dedicated to helping Union citizens in financial need. We use about 5k of each year with our Union Assistance Fund. Due to the high demand for assistance, I am asking the Board of Selectmen to allow the Treasurer to release additional funds, as needed, from the reserve account to help Union citizens.

There will be an application to make sure we meet the decree of the will.

**ITEM 5** - The BOS verbally allowed me to take additional donations to the Union Assistance Fund, we have some fantastic citizens who have made donations and wish to donate their Federal check when it arrives. Although this is allowed under our emergency declaration, it is my policy to have the BOS affirm any and all decisions.

**ITEM 6** - We really do not know when elections will happen, we are waiting for the State to issue an order. However, we need to appoint our ballot clerks regardless of when it happens, the sheet is attached.

**ITEM 7** - It is our goal to reduce any unnecessary travel of our staff and still can serve our citizens. We have closed the office to the Tuesday night openings and next week we will be assigning all staff who work on Friday a furlough day. They will be expected to be home during the working hours and doing assigned work from home. Again, I have the BOS affirm these emergency ordinance decisions.

**ITEM 8** - I am suggesting the Board defer property tax interest until June or July 2020.

**ITEM 9** - I will be going over any additional information we have received from the State and Federal Government as well as our local EMA offices.

At the moment there is no other business and that is reserved for last minute items that come in to the office after the agenda is published.

I have not prepared a Town Managers Report as of this publishing.

Jrnl	Invoice Description	Reference	Proj	Amount	Encumbrance
Description	Account				
<b>01893 ATLANTIC PARTNERS EMS, INC.</b>					
0793	2/27/20	13806			
Certification cards	E 4-02-12-16			20.00	0.00
	UNION / PROTECTION - AMBULANCE / TRAINING				
		<b>Vendor Total-</b>		<b>20.00</b>	
<b>00060 BOUND TREE MEDICAL LLC</b>					
0793	111879	83554482			
Supplies	E 4-02-12-07			707.92	0.00
	UNION / PROTECTION - AMBULANCE / SUPPLIES				
		<b>Invoice Total-</b>		<b>707.92</b>	
0793	111879	83532691			
Supplies	E 4-02-12-07			645.69	0.00
	UNION / PROTECTION - AMBULANCE / SUPPLIES				
		<b>Invoice Total-</b>		<b>645.69</b>	
0793	111879	83543950			
supplies	E 4-02-12-07			2.64	0.00
	UNION / PROTECTION - AMBULANCE / SUPPLIES				
		<b>Invoice Total-</b>		<b>2.64</b>	
		<b>Vendor Total-</b>		<b>1,356.25</b>	
<b>00189 Central Maine Power - UA</b>					
0793	union assistance	Union Assistanc			
35015033976	E 4-05-97-11			300.00	0.00
	UNION / GEN. ASSIST. - UNION ASSIST / UNION ASSIST				
		<b>Vendor Total-</b>		<b>300.00</b>	
<b>00332 Comstar</b>					
0793	March 2020	EO3312020-122			
billing	E 4-02-12-21			634.52	0.00
	UNION / PROTECTION - AMBULANCE / BILLING CONT				
		<b>Vendor Total-</b>		<b>634.52</b>	
<b>01922 COPELAND'S GARAGE INC.</b>					
0793	3/26/20	300326002			
repairs	E 4-04-17-66			869.02	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / TK23('02VOLV				
		<b>Invoice Total-</b>		<b>869.02</b>	
0793	3/12/2020	300312002			
Tire	E 4-04-17-65			466.00	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / #24 2008 WS				
		<b>Invoice Total-</b>		<b>466.00</b>	
		<b>Vendor Total-</b>		<b>1,335.02</b>	
<b>00188 FOUR CORNER VARIETY</b>					
0793	11/19/19	925879			
Training	E 4-02-12-16			70.18	0.00
	UNION / PROTECTION - AMBULANCE / TRAINING				
		<b>Vendor Total-</b>		<b>70.18</b>	
<b>02176 FP Mailing Solutions</b>					
0793	500011939	RI104393902			
Rental meter	E 4-01-01-09			169.50	0.00
	UNION / GEN. GOVT. - ADMIN. / POSTAGE				
		<b>Vendor Total-</b>		<b>169.50</b>	
<b>01780 GOOD IMPRESSIONS, INC.</b>					
0793	3/20/20	8295B			
self inking stamps	E 4-01-01-07			88.00	0.00
	UNION / GEN. GOVT. - ADMIN. / SUPPLIES				
		<b>Vendor Total-</b>		<b>88.00</b>	
<b>00223 HAMMOND TRACTOR COMPANY</b>					
0793	7853658	322568			

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
line replacement	E 4-04-17-64		123.94	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / 310SG('04BKH			
		<b>Invoice Total-</b>	<b>123.94</b>	
0793 7853658	324378			
wing pin	E 4-04-17-62		1.72	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / #27 2017 WS			
		<b>Invoice Total-</b>	<b>1.72</b>	
0793 7853658	323381			
hinges for backhoe	E 4-04-17-64		330.16	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / 310SG('04BKH			
		<b>Invoice Total-</b>	<b>330.16</b>	
0793 7853658	323525			
motomix	E 4-04-17-75		102.24	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / FUEL / LUBES			
		<b>Invoice Total-</b>	<b>102.24</b>	
0793 7853658	322977			
saw chain	E 4-04-17-20		54.04	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / MISC.			
		<b>Invoice Total-</b>	<b>54.04</b>	
0793 7853658	322978			
File Guide	E 4-04-17-20		37.49	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / MISC.			
		<b>Invoice Total-</b>	<b>37.49</b>	
0793 7853658	322641			
MOTOMIX	E 4-04-17-75		94.16	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / FUEL / LUBES			
		<b>Invoice Total-</b>	<b>94.16</b>	
0793 7853658	322899			
FITTING	E 4-04-17-73		69.84	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / INVENT/PARTS			
		<b>Invoice Total-</b>	<b>69.84</b>	
		<b>Vendor Total-</b>	<b>813.59</b>	
<b>00299 KNOX COUNTY REGISTRY OF DEEDS</b>				
0793 4/1/20	March 2020			
lien discharges	E 4-01-01-14		323.00	0.00
	UNION / GEN. GOVT. - ADMIN. / LIEN EXPENSE			
		<b>Vendor Total-</b>	<b>323.00</b>	
<b>00357 MARITIME ENERGY</b>				
0793 Acct# 67688	19806-2			
Heating Oil Public Works	E 4-04-17-02		1,000.00	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / HEATING FUEL			
		<b>Invoice Total-</b>	<b>1,000.00</b>	
0793 Acct# 67688	23854			
Heating Oil Public Works	E 4-04-17-02		407.84	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / HEATING FUEL			
		<b>Invoice Total-</b>	<b>407.84</b>	
0793 Acct# 67688	23873			
Heating Oil Town Office	E 4-01-02-02		227.70	0.00
	UNION / GEN. GOVT. - MAINT OF BLD / HEAT FUEL			
		<b>Invoice Total-</b>	<b>227.70</b>	
		<b>Vendor Total-</b>	<b>1,635.54</b>	
<b>00187 Northrup, Nathan O.</b>				
0793 3/30/2020	4395			
loam	E 4-07-34-61		119.00	0.00
	UNION / RECREATION - PARKS & REC. / BASEBALL			
		<b>Vendor Total-</b>	<b>119.00</b>	
<b>01984 Fine Tree Waste, Inc.</b>				

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
0793	Cust 68-201666	938669		
Trash Removal	E 4-01-02-76		72.23	0.00
	UNION / GEN. GOVT. - MAINT OF BLD / MISC/GROUNDS			
	<b>Vendor Total-</b>		<b>72.23</b>	
<b>01118 POWERPLAN</b>				
0793	Nortrax	2002258		
jd backhoe filters	E 4-04-17-64		102.54	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / 310SG('04BKH			
	<b>Vendor Total-</b>		<b>102.54</b>	
<b>00934 SEACOAST SECURITY, INC.</b>				
0793	Cust. 5653	647666		
Security System	E 4-01-02-79		278.85	0.00
	UNION / GEN. GOVT. - MAINT OF BLD / EQUIP MAINT			
	<b>Vendor Total-</b>		<b>278.85</b>	
<b>01156 SEC., ST. OF MAINE (MV ONLINE)</b>				
0793	BMV FEES	3/27/20		
M/V FEES	G 1-2080-00		1,672.95	0.00
	GENERAL FUND / D/T M/V DIV			
	<b>Invoice Total-</b>		<b>1,672.95</b>	
0793	BMV FEES	3/20/20		
M/V FEES	G 1-2080-00		256.00	0.00
	GENERAL FUND / D/T M/V DIV			
	<b>Invoice Total-</b>		<b>256.00</b>	
	<b>Vendor Total-</b>		<b>1,928.95</b>	
<b>01819 Smith, RHR and Company</b>				
0793	3/26/2020	27150		
audit	E 4-01-01-15		1,300.00	0.00
	UNION / GEN. GOVT. - ADMIN. / AUDIT			
	<b>Vendor Total-</b>		<b>1,300.00</b>	
<b>02157 Stevenson, C.H. Inc.</b>				
0793	3/12/20	63238		
cold patch	E 4-04-19-99		2,160.00	0.00
	UNION / HIGH & BRIDG - PAV/RD CONST / EXPENSE			
	<b>Vendor Total-</b>		<b>2,160.00</b>	
<b>01858 STRYKER SALES CORPORATION</b>				
0793	1299976	10162602		
infect control	E 4-02-12-92		302.40	0.00
	UNION / PROTECTION - AMBULANCE / INFEC CTRL			
	<b>Vendor Total-</b>		<b>302.40</b>	
<b>00094 The First, N.A.</b>				
0793	1357	Solar		
Solar	E 4-12-25-04		2,939.07	0.00
	UNION / Debt Servic - Debt Service / Solar			
	<b>Vendor Total-</b>		<b>2,939.07</b>	
<b>00372 Town of Rockport</b>				
0793	Hamilton Marine	Infec Control		
Infect Control	E 4-02-12-92		87.28	0.00
	UNION / PROTECTION - AMBULANCE / INFEC CTRL			
	<b>Vendor Total-</b>		<b>87.28</b>	
<b>00670 TREAS. STATE OF MAINE - ANIMAL</b>				
0793	State Dog Fees	March 2020		
Animal Welfare	G 1-2085-00		64.00	0.00
	GENERAL FUND / D/T ANIM WEL			
	<b>Vendor Total-</b>		<b>64.00</b>	
<b>00346 TREAS. STATE OF MAINE - IF&amp;W</b>				
0793	State Fees- IFW	March 2020		

Jrnl	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj		
State Fees- IFW	G 1-2084-00		86.00	0.00
	GENERAL FUND / D/T IF & W			
sales tax	G 1-2075-00		19.25	0.00
	GENERAL FUND / D/T SALES TX			
boat agent	G 1-2081-00		147.00	0.00
	GENERAL FUND / D/T BOAT AGT			
ATV agent	G 1-2082-00		45.00	0.00
	GENERAL FUND / D/T ATV AGT			
DT Snow agent	G 1-2083-00		90.00	0.00
	GENERAL FUND / D/T SNOW AGT			
<b>Vendor Total-</b>			<b>387.25</b>	
<b>01842 TREASURER, STATE OF MAINE</b>				
0793	State Fees-Vital Records	1st quarter 202		
State Fees - Vital record	R 3-1650		39.20	0.00
	UNION - VITAL RECORD			
State Fees	G 1-2088-00		32.00	0.00
	GENERAL FUND / D/T Vitals			
<b>Vendor Total-</b>			<b>71.20</b>	
<b>00597 UNITED STATES CELLULAR</b>				
0793	Acct: 444498197	3/16/20		
Phone public works	E 4-04-17-03		46.60	0.00
	UNION / HIGH & BRIDG - PUBLIC WORKS / PHONE			
Phone EMA	E 4-11-90-03		71.45	0.00
	UNION / UNCLASSIFIED - EMA / TELEPHONE			
<b>Vendor Total-</b>			<b>118.05</b>	
<b>02062 University of Southern Maine</b>				
0793	Scholarship - Heald	Elias Miller		
Heald - Miller	E 6-07-99-99		5,600.00	0.00
	TRUST FUND / HEALD SCHOLA - EXPENSE / EXPENSE			
<b>Vendor Total-</b>			<b>5,600.00</b>	
<b>01981 Waldoboro EMS</b>				
0793	3/7/2020	Run #20-50875		
Run #20-50875	E 4-02-12-44		200.00	0.00
	UNION / PROTECTION - AMBULANCE / ALS BACKUP			
<b>Invoice Total-</b>			<b>200.00</b>	
0793	3/8/2020	Run #20-50876		
Run #50876	E 4-02-12-44		200.00	0.00
	UNION / PROTECTION - AMBULANCE / ALS BACKUP			
<b>Invoice Total-</b>			<b>200.00</b>	
0793	2/29/2020	Run #20-43468		
Run #20-43468	E 4-02-12-44		200.00	0.00
	UNION / PROTECTION - AMBULANCE / ALS BACKUP			
<b>Invoice Total-</b>			<b>200.00</b>	
<b>Vendor Total-</b>			<b>600.00</b>	
<b>00635 WATMOUGH, GRANT</b>				
0793	mileage	March		
Mileage	E 4-02-13-18		35.64	0.00
	UNION / PROTECTION - PLAN/CODES / MILEAGE			
<b>Vendor Total-</b>			<b>35.64</b>	
<b>Prepaid Total-</b>			<b>0.00</b>	
<b>Current Total-</b>			<b>22,912.06</b>	
<b>Warrant Total-</b>			<b>22,912.06</b>	

# memo

## Union Town Office

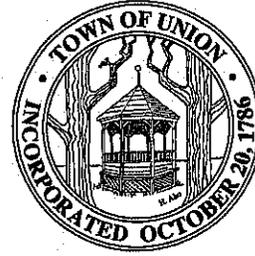
To: Selectboard  
From: Jay Feyler  
CC:  
Date: March 26,2020  
Re: IC Thurston Fund

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Comments:On Tuesday April 7<sup>th</sup>, I will request the BOS release up to 15K from the IC Thurston Fund. We expect that our request for assistance will increase dramatically over the next couple of weeks. The last couple of weeks has been quite active in the assistance front and has taken quite a bit of staff time.

We may and I state may be able to recoup some of this from either FEMA or the State GA program.

Stacey M. Y. Parra  
Town Clerk & Tax Collector  
567 Common Road  
P. O. Box 186  
Union, Maine 04862  
(207)785-3658  
[townclerk@union.maine.gov](mailto:townclerk@union.maine.gov)



## Memo

**To:** Town Manager  
**From:** Town Clerk Stacey Parra  
**Subject:** Board of Selectmen Election Clerk Appointments  
**Date:** February 4, 2020  
**Subject:** Tuesday, April 7, 2020 Agenda

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### ELECTION CLERKS May 1, 2020 - April 30, 2022

#### Democratic

Dorothy Black  
Dianne Groce  
Pamela Jensen  
Nancy Johnson  
Carol Watier  
Debra Hilt

#### Republican

Linda Dean  
Charlotte Doughty  
Barbara Fang  
Ruth Leonard  
Tera Corson  
Martha Johnston-Nash

# memo

## Union Town Office

To: Selectboard  
From: Jay Feyler  
CC:  
Date: March 26,2020  
Re: Office Hours

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In our attempt to limit travel as much as we can for our employees, I am requesting we close the office on Fridays and forward all phones to one of the clerks working at home.

Since we are only here 4 hours anyway, I want to limit their exposure the next few weeks while the virus is expected to peak in our area. All employees that are on furlough are mandated to be at home during working hours. They are not allowed to go to stores or elsewhere, otherwise they are not paid.

# memo

**Union Town Office**

To: Selectboard  
From: Jay Feyler  
CC:  
Date: March 26, 2020  
Re: Property Tax

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As you all know, property taxes are due on May 15<sup>th</sup> and interest accrues from that date. We can't change the due date, however we can waive the interest for 30 or 60 days. So we would need a motion to waive interest to either June or July 15<sup>th</sup>.